COLLEGE OF EDUCATION (COE) ADMINISTRATIVE COUNCIL – April 23, 2008

Members present:

Les Sternberg, Dean, COE
Mike Seaman, Associate Dean, COE
Irma Van Scoy, Associate Dean, COE
Murray Mitchell, Chair, PE
Diane Stephens, Chair, ITE
Katherine Reynolds Chaddock (for Ken Stevenson, Chair), EDLP
Alan Wieder, Chair, EDST
Lynda Nigles, Chair, COE Faculty
Bruce Field, Ex. Dir. School-University Partnerships and Clinical Experiences
Susan Quinn, Dir., Instructional Support
Rhonda Stevens, Dir., Educational Grants and Contracts (EGC)

The meeting was called to order at 9:04.

I. Old Business
   A. Review and Acceptance of Minutes of March 18, 2008
      The minutes were approved and accepted as submitted. They will be posted at http://www.ed.sc.edu/Documents.asp
   
   B. Other
      There was no other old business to report.

II. New Business
   A. Centralized Presentation Scheduling
      Dr. Seaman began by thanking Dr. Jim Halle for his work while serving as a visiting professor this academic year. Dr. Seaman asked Jim Halle to share some suggestions based on his observations during the year. One item Dr. Halle suggested is a centralized calendar, possibly maintained by the Dean’s Office. It first came to his attention while programs were scheduling faculty candidate presentations and some of the presentations overlapped. He also ran into a problem when scheduling an event - a public discussion with a group of journal editors scheduled for May 12th. There was agreement that a central calendar was a good idea. Dr. Seaman said that a web-based calendar had been developed by the COE Office of Information Technology and is ready to be used. It was pointed out that trying to schedule events that don’t overlap might not help with attendance at these events, and then the discussion turned to ideas about building a community that offers assistance and encouragement to its members. One of the suggestions was a regularly scheduled time for events. An example of what has worked well is Craig Kridel’s efforts sponsoring events in the COE Museum of Education. Dean Sternberg liked the idea of a set time each week when colloquia could be scheduled, even if such an event is not scheduled each week. He said that there had been a discussion at the last Faculty Senate meeting about Fridays being set aside for faculty research time, with no classes scheduled. Dr. Halle talked about the Reading Center at the University of Illinois where faculty members met with doctoral candidates to discuss their research on Friday mornings and research colloquia and related events were scheduled in the afternoons. Finally, there was a discussion about how to make people feel a part of the community. The idea about installing monitors or other electronic message boards in the Wardlaw and Blatt buildings was revisited. This technology would help disseminate information about events on the central calendar and other notices relevant to College of Education faculty, staff and students.
B. Faculty Expertise Database
Dr. Halle continued his suggestions by noting that a database of the achievements and accomplishments of faculty members - and maybe doctoral candidates – would be helpful. This led to a discussion about the need for a database in which individuals (such as people in the media) could search for the specific areas of expertise of faculty members in addition to a database of faculty accomplishments. The two databases would probably be different, even though the information is related. The committee members agreed that an expertise database would be useful. Most of the discussion about the database of faculty accomplishments centered around the relationship between such a list and the APR system. Other issues that came up were the importance of such a list to the accreditation process, the need for one person in the College to be assigned to contact media outlets, and that some faculty members have indicated they are uncomfortable bragging about their publications and accomplishments. It was agreed that a database would be developed for faculty members to add information about their accomplishments. The information would be reported in a format useful for faculty members to use in their APR reports. Dean Sternberg commented that promoting the expertise and accomplishments of our faculty within the University was especially important at this time. Dr. Halle reminded the administration that it is important to let the faculty members know why this information is being gathered. Katherine Reynolds Chaddock recommended a book called “Nudge” by Richard H. Thaler and Cass R. Sunstein, in which the authors offer ideas for nudging individuals instead of regulating them. Dean Sternberg ended the conversation by thanking Dr. Halle for his work as a visiting professor, particularly the relationships he has developed with members of the Dean’s Office and Programs in Special Education and his guidance of junior faculty members. Dean Sternberg expressed his appreciation for the work Jim and his wife, Deb, have done and he hopes to see the relationship with them continue.

C. Program Assessments and Changes
Dr. Van Scy reported that there are only three people remaining with whom she needs to work on their key assessments and/or program assessments. She said that meeting with the contact people individually has been the most successful method of accomplishing this project. Dr. Van Scy reported that the University has requested updated program assessment plans, which need to include the key assessments. She noted that not all programs have been updating their program assessment charts while working on their key assessments, that some programs had not included information about the COE’s conceptual framework, and that some have been asking for extensions. Dr. Van Scy proposed using the program assessment plan developed by the Commission on Higher Education (CHE) for all programs reviewed by the CHE. This new form has been given to the contact person in each of these programs. Dr. Van Scy recently sent the department chairs information about a new program assessment chart that will be used by programs that use Specialty Professional Association (SPA) standards. She will give this chart to the contact people in the SPA programs and will ask to have their revised reports by May 15, which is when they need to be submitted to the University. Dr. Van Scy concluded this topic by saying that she feels good about the progress of this very large project.

D. EEDA Funds
Dr. Van Scy announced that the funding had been approved to assist with the integration of Education and Economic Development Act (EEDA) performance standards into COE courses. In an earlier discussion about this topic, it was agreed that it would be most appropriate to incorporate these standards into core courses. Dr. Van Scy will work with the appropriate people to complete this task. Dean Sternberg noted that organizations such as the Midlands Education and Business
Alliance, are knowledgeable about the EEDA standards and that individuals from these groups may be willing to be guest speakers.

E. Council of Academic Deans Report
Dean Sternberg noted that much of the discussion at the Council of Academic Deans meeting focused on uncertainty about the budget for higher education. The endowed chairs program is in jeopardy as a result of expected budget cuts, it is uncertain if there will be a pay increase for State employees, and there was discussion about "rainy day funds" and carry forward monies. Another topic at the meeting was the One Carolina project, which will replace a number of older administrative computing applications into a consolidated, web-based system. There will be training requirements for personnel when it is implemented and there may be band adjustments needed because some staff members may be given additional responsibilities. Finally, there was no news on the search for USC President.

F. Other
• The COE Awards Ceremony was a success. There was a good turnout, including people from other programs in the Professional Education Unit (PEU). Dean Sternberg thanked Diane Harwell for her great job as mistress of ceremonies. It was also noted that she did a wonderful job confirming the pronunciations of names. A short discussion followed about having the introduction to the faculty awards being scripted like the student awards and that a longer, less formal presentation of these awards being given at the final faculty meeting of the year.

• COE staff members also need recognition. Some departments and offices celebrate Administrative Assistant Day. Events such as the staff luncheons that had been catered in the past should be considered. This item will be discussed more at a future meeting.

III. Reminders

IV. Announcements
• Bruce Field reminded everyone that a reception honoring the coaching teachers from Internship II/B and their principals will be held on Thursday, May 1 at the Clarion Hotel Downtown from 4:00 to 5:30 p.m. He pointed out that the coaching teachers came from all program areas in the Professional Education Unit. He hopes to possibly expand this reception to include teachers working with other interns and to make this an annual event.

• Murray Mitchell invited everyone to attend a research presentation that will be held today (April 23, 2008) by Dr. Tom Dompier at 11:00 a.m. in Blatt Room 135.

The meeting adjourned at 10:13.

Next meeting of the Dean’s Administrative and Executive Council – Wednesday, May 7, 2008.